

Traineeship Programme April 2024

Institutional Cooperation & Networks Unit (INST)

Description of the Unit

The Unit Institutional Cooperation & Networks (INST) facilitates the Agency's cooperation with its partners and networks to support fundamental rights compliant law and policy making in the EU and its Member States.

The Unit works with a wide range of partners and stakeholders at the international, EU, national and local levels – intergovernmental organisations, EU institutions, Member State governments, national bodies with a human rights and equality remit, as well as with civil society. It conducts research and analysis, delivers legal and policy advice, as well as capacity-building with a focus on the EU Charter of Fundamental Rights. The Unit is also responsible for relations with the Agency's governance and oversight body, the Management Board, and with the Scientific Committee, guaranteeing the scientific quality of all FRA work.

It is composed of two sectors:

- **Human Rights Structures and Mechanisms Sector**

The Sector undertakes research and provides capacity-building related to the EU Charter of Fundamental Rights. It produces reports on issues related to the situation of national human rights structures, such as annual updates on the civic space in the EU, or on National Human Rights Institutions. The Sector develops the case-law database Charterpedia and the EU Fundamental Rights Information System (EFRIS), a one-stop shop to international human rights monitoring data. It also delivers on FRA's statutory tasks in the EU monitoring framework for the UN Convention on the Rights of Persons with Disabilities.

- **Policy Analysis and Stakeholder Cooperation Sector**

The Sector facilitates the Agency's inter-institutional relations and stakeholder cooperation, keeps abreast of EU policies relevant for FRA's work and undertakes foresight analysis to chart future fundamental rights developments. It liaises with EU institutions, Member State governments and parliaments to facilitate real-time input to relevant policies. It coordinates and further develops the Fundamental Rights Platform, the Agency's civil society network, and cooperates with international human rights organisations (United Nations, Council of Europe, OSCE).

Which tasks are expected in this Unit?

- Facilitating **inter-institutional and stakeholder relations**, including communication with EU institutions and intergovernmental human rights organisations, national bodies with a human rights and equality remit, and civil society partners;
- Support the organisation of **FRA network and stakeholder meetings** (online or in-person), including meetings of the FRA Management Board, the Scientific Committee and statutory networks, such as FRA's national liaison officers (within governments) and the Fundamental Rights Platform of civil society organisations;
- Help track and analyse **policy and legal developments** in the EU (European Parliament, Council, Commission, Member States), as well as information from **intergovernmental human rights organisations**;
- Preparation of **briefings and background files** for meetings with EU and Member State officials;
- Assist with **background research** and in drafting **reports**, internal notes and external correspondence;
- Contribute to the development of the EU Fundamental Rights Information System (EFRIS) and updating of FRA's **case-law database on the EU Charter of Fundamental Rights** (Charterpedia);
- Carry out **organisational and administrative tasks**, such as minute taking.